

25X1

[redacted]
report for
Week Ending Wednesday, 25 February 1959

CONTRIBUTIONS

None.

ASSIGNMENTS

ACTIVE

Audit of FDD Files

Attended training sessions by [redacted] on audit methods.
Spent Tues. and Wed. at FDD in Chief and Support Br. Offices.
Preparing first drafts of revised Records Control Schedule

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Unused Safes

Worked on draft of concluding report.

File Cleanup Campaign

Worked on draft of article for Support Bulletin.

Sorting Equipment Booklet

Worked on draft of middle pages in booklet.

INACTIVE

Service Calls Processed by Records Center
Special DD/P Files Project
Revision of [redacted]
Analyst Files Project

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TRAINING

Records Management Staff Internal Training --- 1 hour

25X1 Attended lecture by [redacted] on Construction Project (Fri. 20 Feb)

External Training --- 3 hours

Amer. Univ. graduate course "Office Management and Control" (Tues. 24 Feb)

NEWS

Prepared few paragraphs on sorting file for [redacted] Annual Report drafts.
Assisted [redacted] speech by running projector.

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CONFIDENTIAL

Report for Week Ending 25 Feb 59

From

1. Contributions
Completed draft of the RMS annual report.

2. Assignments - Active

a. Courier Receipt and Chain Envelope -
Completed memo transmitting to ARO's
supplemental instructions on the
use of Form 240 and the Chain
Envelope. 25X1

b. Graphics Register Film Index - Arranged
for the loan of a Mosler Revofile
for test. ~~Five visible index card
safes will be emptied~~ Cards
from five Rader safe files will
be transferred to the equipment.
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c. Overnight Storage Box - Mosler Safe
Co. reported they are not interested
in bidding on the boxes. Gichner
Iron Works quoted a tentative
bid of \$7.50 per box in lots of
1000. Diebold Inc. will be
asked for a tentative bid
this week.

d. DD/P Records Management Program - Studied GSA Records Disposition Workshop material and developed a training program outline.

e. Management Analyst (Specialist/Generalist) Position Descriptions - Completed drafted of generalist duties and responsibilities. Work on specialist duties is under way. Conferred twice with Mr. [redacted] of Salary and Wage Division.

3. News

Sixteen RMS people, eight Operating Office Records Officers, and three Records Center people attended last Sunday's IRAC meeting.

JRH